

**REQUEST FOR QUOTATION**

(FAX ON DEMAND)

HQ754141**Quotations are due by 3:00 P.M., P.S.T.****February 6, 2007****ARIZONA DEPARTMENT
OF HEALTH SERVICES**1740 W. Adams
Phoenix, AZ 85007
Phone: (602) 542-1040
Fax: (602) 542-1741

Date: January 22, 2007

VENDOR NOTICE**THIS IS NOT A PURCHASE ORDER**

The terms and conditions attached to this form should be reviewed and understood before preparing a quotation.

The **Uniform Terms and Conditions** and **Uniform Instructions to Offerors** are incorporated into this document by reference, and may be obtained by visiting: <http://www.azeps.az.gov/PoliciesDocuments/terms/UIOV7.pdf> for the Instructions, <http://www.azeps.az.gov/PoliciesDocuments/terms/UTCv7.pdf> for the Terms and Conditions.

In accordance with Arizona Revised Statute 41-2535(B), this purchase is restricted to small businesses, if practicable. By signing this form, the Offeror self certifies that it is a small business as defined above. Please check as many as applicable:

____ I certify that my company is a Small Business. A Small Business is defined as a company having fewer than one hundred (100) employees or less than four million dollars (\$4,000,000) in gross receipts.

____ I certify that my company is a Woman-Owned Business Enterprise (WBE). A WBE is defined as an enterprise where a woman owns at least fifty-one percent (51%) of the business. The owner(s) must have the day-to-day control of the firm and have experience and expertise in the firm's primary area of operation. The owner(s) must hold a proportionate share of the business capital, assets, profits and losses commensurate with their ownership interest.

____ I certify that my company is a Minority-Owned Business Enterprise (MBE). An MBE is defined as an enterprise where an ethnic minority owns at least fifty-one percent (51%) of the business. The owner(s) must have the day-to-day control of the firm and have experience and expertise in the firm's primary area of operation. The owner(s) must hold a proportionate share of the business capital, assets, profits and losses commensurate with their ownership interest.

Submittal Location:1740 West Adams, Room 303
Phoenix, AZ 85007**Delivery / Pick Up Location:****Procurement Specialist:** Rebecca O'Brien

Phone: (602) 542-1040 Fax: (602) 542-1741

Item	Description - See Specifications, Pages 9-10	Quantity	Unit Price
1	Training sessions in Maricopa County	4	\$ _____
2	Training sessions Statewide-may include Tucson, Flagstaff, Yuma, and Window Rock	7	\$ _____
			\$ _____
TOTAL			\$ _____

THIS SECTION MUST BE COMPLETED BY VENDOR

Delivery shall be made _____ calendar days after receipt of order. Payment Terms: _____

Company Name	Address	City	State	Zip Code	Phone No.	Fax No.
<hr/>						
Signature		Date		Typed Name and Title		

Procurement Administrator: _____

Date: _____

SPECIAL INSTRUCTIONS TO OFFERORS REQUEST FOR QUOTATION # HQ754141
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REQUEST FOR QUOTATIONS:

Quotations are due by 3:00 p.m., P.S.T. on February 6, 2007 as stated on the cover page of the Request for Quotation.

Quotations may be faxed to (602) 542-1741, to the attention of Rebecca O'Brien, before the due date and time. Any materials that can not be faxed, must be delivered prior to the due date and time. Items must be identified with the Quotation Number HQ754141.

The quote will be considered complete when the following are provided:

1. List of applicant required and preferred qualifications.
2. Lesson plan.
3. Summary of professional and academic credentials and culinary arts work experience.
4. A video of 5-10 minutes showing the applicant doing a food demonstration.
5. A description of the equipment and contracted resources that will be provided.
6. Unit price estimate as shown on page 1 of this form.

1. OFFEROR/APPLICANT QUALIFICATIONS – The provided materials for a quote should include a single page listing on how the applicant meets the following qualifications:

- a. Required - at least 10 hours of experience in front of cameras doing food demonstrations.
- b. Required - experience developing recipes suitable for food demonstrations of various time durations.
- c. Required - familiarity with seasonal fruits and vegetables produced and marketed in Arizona.
- d. Preferred -able to communicate in Spanish and English
- e. Preferred -experience as a professional chef
- f. Preferred- registered dietitian or dietetic technician

2. EVALUATION CRITERIA:

- a. **Approach/Method – Lesson Plan**
Provide a lesson plan for a four (4) hour training session. Include a description of how the objectives described in the Specifications, on pages 9 and 10, could be incorporated into an interactive training session. The lesson plan may be general, but should include approximate time allocations for various activities and equipment that would be used.
- b. **Expertise/Experience – Summary of Credentials**
Provide a list of academic experiences and professional credentials such as registered dietitian and/or graduate of culinary arts program.
- c. **Professional Culinary Work Experience – Summary of Professional Work**
Include in the summary a list of food demonstrations in front of a camera, recipe development using Arizona Produce and experience in providing hands-on culinary training.
- d. **Video**
Provide a video taped food demonstration of 5-10 minutes in length.
- e. **Resources**
Provide a description of the facilities, equipment or contracted resources which will be provided to the project. This should include the recording equipment, kitchen equipment, transportation method and any additional persons hired to provide labor. At most sites, all equipment and food must be unloaded and set up within 30 minutes and a similar time for clean-up, because of time limitations at some locations. It is expected that the applicant will have additional help for preparing and cleaning the site of the food demonstration training sessions. Additional help to keep the cooking area clean while the training session is in progress may also be needed.
- f. **Cost**
Estimate of cost to provide these training sessions, as described in the Specifications. Estimates may be based on cost of sessions within Maricopa County and beyond Maricopa County. Mileage, lodging and preparation time costs must be included in estimated costs.

<p style="text-align: center;">SPECIAL INSTRUCTIONS TO OFFERORS REQUEST FOR QUOTATION # HQ754141</p>
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3. PROPOSAL OPENING:

Proposals shall be opened publicly at the time and place designated on the cover page of this document. The name of each Offeror/Applicant (hereinafter called Contractor) shall be read at this time. After Contract award, the quotations and evaluation documents shall be open for public inspection.

4. CONFIDENTIAL INFORMATION:

If a person believes that a proposal contains information that should be withheld, a statement advising the procurement officer of this fact and explaining the reasons for confidentiality shall accompany the submission, and the information shall be so identified wherever it appears. The person shall stamp or specifically identify all information believed to be confidential. The information identified by the person as confidential shall not be disclosed until the director makes a written determination. The director shall review the statement and information and shall determine in writing whether the information shall be withheld. If the director determines to disclose the information, the director shall inform the person in writing of such determination.

5. WRITTEN QUESTIONS:

All questions regarding this solicitation shall be submitted in writing no later than three (3) calendar days prior to the RFQ due date to:

Arizona Department of Health Services
Rebecca O'Brien, Procurement Specialist
1740 West Adams, Room 303
Phoenix, Arizona 85007
Phone No. (602) 542-1040
Fax No. (602) 542-1741
E-mail address: obrienr@azdhs.gov

SPECIAL TERMS AND CONDITIONS

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1. PURPOSE

Pursuant to provisions of the Arizona Procurement Code, A.R.S. §41-2501 Et Seq., the State of Arizona, Department of Health Services ("ADHS") intends to establish a contract to provide training on how to demonstrate the preparation, and presentation of nutritious foods to the public, including children, by showing cooking and communication techniques and providing opportunities to taste the prepared foods.

2. TERM OF CONTRACT (1 YEAR)

The term of the contract shall commence upon award and shall remain in effect for a period of one year, unless terminated, canceled or extended as otherwise provided herein.

3. CONTRACT EXTENSIONS:

By mutual written contract amendment, the contract may be extended for supplemental periods of up to one year. The contract term shall not exceed a total of five (5) years from the effective date of the contract.

4. CONTRACT TYPE

☒ Fixed Price

5. PRICE INCREASE/PRICE DECREASE

Contractor prices accepted and subsequently awarded by a contract in response to this RFQ shall remain in effect for a minimum of one (1) year. The Contractor may request a price adjustment, but the State will not review or approve an increase until the contract has been in effect for one (1) year. The ADHS Procurement Office will review any requested rate increase to determine whether such request is reasonable in relation to increased supplier or material costs. Contractor shall provide written justification for any price adjustment requested. Any price increase adjustment, if approved, will be effective upon execution of a written contract amendment. Likewise, the Contractor shall offer the State a price adjustment reduction concurrent with reduced costs from their suppliers. Price reductions will become effective upon execution of a contract amendment.

6. SINGLE AWARD CONTRACT

This is an all or nothing bid. All items within this solicitation have been grouped together for purposes of obtaining these items collectively from a single source. To be considered for award of this solicitation, the bidder is required to provide prices on all items within this solicitation. Failure to provide pricing for any item within the solicitation shall result in the bidder being declared non-responsive and ineligible to receive an award.

7. INFORMATION DISCLOSURE

The contractor shall establish and maintain procedures and controls that are acceptable to the state for the purpose of assuring that no information contained in its records or obtained from the state or from others in carrying out its functions under the contract shall be used or disclosed by it, its agents, officers, or employees, except as required to efficiently perform duties under the contract. Persons requesting such information should be referred to the state. The Contractor also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of contractor as needed for the performance of duties under the contract, unless otherwise agreed to in writing by the state.

8. AUTHORIZATION FOR PURCHASE OF SERVICES

Authorization for purchase of services under this contract shall be made only upon ADHS issuance of a Purchase Order that is signed by an authorized agent. The Purchase Order will indicate the contract number and the dollar amount of funds authorized. The Contractor shall only be authorized to charge for items up to the amount on the Purchase Order. ADHS shall not have any legal obligation to pay for items in excess of the amount indicated on the Purchase Order. No further obligation for payment shall exist on behalf of ADHS unless: a) the Purchase Order is changed or modified with an official ADHS Procurement Change Order, and/or b) an additional Purchase Order is issued for purchase of goods under this contract.

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9. PAYMENT

All invoices shall include delivery time, and contractual payment terms. Items are to be identified by the name, product number, contract number, line item number, and serial number if applicable. Any contract release order issued by the requesting agency shall refer to the contract number and line item number(s).

10. RECORDS

Pursuant to provisions of title 35, chapter 1, article 6 Arizona revised statutes section 35-214 and section 35-215 each contractor shall retain, and shall contractually require each subcontractor to retain, all books, accounts, reports, files and other records relating to the acquisition and performance of the contract for a period of five (5) years after the completion of the contract. All such documents shall be subject to inspection and audit at reasonable times. Upon request, a legible copy of any or all such documents shall be produced at the offices of the auditor general, the attorney general, and the department of health services, procurement office or any agency doing business under this contract.

11. FEDERAL IMMIGRATION LAWS, COMPLIANCE BY STATE CONTRACTORS

By entering into the Contract, the Contractor warrants compliance with the Federal Immigration and Nationality Act (FINA) and all other Federal immigration laws and regulations related to the immigration status of its employees. The Contractor shall obtain statements from its subcontractors certifying compliance and shall furnish the statements to the Procurement Officer upon request. These warranties shall remain in effect through the term of the Contract. The Contractor and its subcontractors shall also maintain Employment Eligibility Verification forms (I-9) as required by the U.S. Department of Labor's Immigration and Control Act, for all employees performing work under the Contract. I-9 forms are available for download at USCIS.GOV

The State may request verification of compliance for any Contractor or subcontractor performing work under the Contract. Should the State suspect or find that the Contractor or any of its subcontractors are not in compliance, the State may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Contract for default, and suspension and/or debarment of the Contractor. All costs necessary to verify compliance are the responsibility of the Contractor.

12. OFFSHORE PERFORMANCE OF WORK PROHIBITED

Due to security and identity protection concerns, direct services under this Contract shall be performed within the borders of the United States. Any services that are described in the specifications or scope of work that directly serve the State of Arizona or its clients and may involve access to secure or sensitive data or personal client data or development or modification of software for the State shall be performed within the borders of the United States. Unless specifically stated otherwise in the specifications, this definition does not apply to indirect or "overhead" services, redundant back-up services or services that are incidental to the performance of the Contract. This provision applies to work performed by subcontractors at all tiers.

13. HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT (HIPAA) OF 1996

The Contractor warrants that it is familiar with the requirements of HIPAA and HIPAA's accompanying regulations and will comply with all applicable HIPAA requirements in the course of this Contract. Contractor warrants that it will cooperate with the Arizona Department of Health Services (ADHS) in the course of performance of the Contract so that both the ADHS and Contractor will be in compliance with HIPAA, including cooperation and coordination with the ADHS Privacy Officer and other compliance officials required by HIPAA and its regulations. Contractor will sign any documents that are reasonably necessary to keep the ADHS and Contractor in compliance with HIPAA, including, but not limited to, business associate agreements.

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If requested by the ADHS, Contractor agrees to sign the "Arizona Department of Health Services Pledge to Protect Confidential Information" and to abide by the statements addressing the creation, Use and Disclosure of confidential information, including information designated as protected health information and all other confidential or sensitive information as defined in policy. In addition, if requested, Contractor agrees to attend or participate in HIPAA training offered by the ADHS or to provide written verification that the Contractor has attended or participated in job related HIPAA training that is: (1) intended to make the Contractor proficient in HIPAA for purposes of performing the services required and (2) presented by a HIPAA Privacy Officer or other person or program knowledgeable and experienced in HIPAA and who has been approved by the ADHS HIPAA Compliance Officer.

14. INDEMNIFICATION

Contractor agrees to indemnify, defend, save and hold harmless the State of Arizona, and their respective directors, officers, officials, agents and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, costs, losses, or expenses, including reasonable attorney's fees, (hereinafter collectively referred to as "Claims") arising out of actual or alleged bodily injury or personal injury of any person (including death) or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of Contractor or any of Contractor's directors, officers, agents, employees, volunteers or subcontractors. This indemnity includes any claim or amount arising or recovered under the Workers' Compensation Law or arising out of the failure of Contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Contractor from and against any and all Claims. It is agreed that Contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable.

This indemnity shall not apply if the contractor or sub-contractor(s) is/are an agency, board, commission or university of the State of Arizona.

15. INSURANCE REQUIREMENTS

Vendor shall procure and maintain, until all of their obligations, including any warranty periods under this Contract, are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the purchase and or use of the commodity.

The insurance requirements herein are minimum requirements for this Contract and in no way limit the indemnity covenants contained in this Contract. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the Vendor from liabilities that might arise out of the purchase and use of the commodities sold under this Contract by the Vendor, his agents, representatives, employees or subcontractors and Vendor is free to purchase such additional insurance as may be determined necessary.

A. **MINIMUM SCOPE AND LIMITS OF INSURANCE:** Contractor shall provide coverage at least as broad and with limits of liability not less than those stated below.

1. **Commercial General Liability – Occurrence Form**

Policy shall include bodily injury, property damage, personal injury and broad form contractual liability.

• General Aggregate	\$1,000,000
• Products – Completed Operations Aggregate	\$ 500,000
• Personal and Advertising Injury	\$ 500,000
• Fire Legal Liability	\$ 25,000
• Blanket Contractual Liability – Written and Oral	\$ 500,000
• Each Occurrence	\$ 500,000

2. **Automobile Liability**

Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract.

Combined Single Limit (CSL)	\$ 500,000
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a. The policy shall be endorsed to include the following additional insured language: ***"The***

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State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor, involving automobiles owned, leased, hired or borrowed by the Contractor."

3. Worker's Compensation and Employers' Liability

Workers' Compensation	Statutory
Employers' Liability	
Each Accident	\$ 100,000
Disease – Each Employee	\$ 100,000
Disease – Policy Limit	\$ 100,000

- a. Policy shall contain a waiver of subrogation against the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the Contractor.
- b. This requirement shall not apply to: Separately, EACH contractor or subcontractor exempt under A.R.S. 23-901, AND when such contractor or subcontractor executes the appropriate waiver (Sole Proprietor/Independent Contractor) form.

B. ADDITIONAL INSURANCE REQUIREMENTS: The policies are to contain, or be endorsed to contain, the following provisions:

- a. The State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees wherever additional insured status is required such additional insured shall be covered to the full limits of liability purchased by the Contractor, even if those limits of liability are in excess of those required by this Contract.
- b. The Contractor's insurance coverage shall be primary insurance with respect to all other available sources.
- c. Coverage provided by the Contractor shall not be limited to the liability assumed under the indemnification provisions of this Contract.

C. NOTICE OF CANCELLATION: Each insurance policy required by the insurance provisions of this Contract shall not be suspended, voided, cancelled, reduced in coverage or in limits except after thirty (30) days prior written notice has been given to the State of Arizona. Such notice shall be sent directly to **(Arizona Department of Health Services – Office of Procurement, 1740 W. Adams, Phoenix, AZ 85007)** and shall be sent by certified mail, return receipt requested.

D. ACCEPTABILITY OF INSURERS: Insurance is to be placed with duly licensed or approved non-admitted insurers in the State of Arizona with an "A.M. Best" rating of not less than A- VII. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the Vendor from potential insurer insolvency.

E. VERIFICATION OF COVERAGE: Contractor shall furnish the State of Arizona with certificates of insurance (ACORD form or equivalent approved by the State of Arizona) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and endorsements are to be received and approved by the State of Arizona before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.

All certificates required by this Contract shall be sent directly to **(Arizona Department of Health Services – Office of Procurement, 1740 W. Adams, Phoenix, AZ 85007)**. The State of Arizona project/contract number and project description are to be noted on the certificate of insurance. The State of Arizona reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time. **DO NOT SEND CERTIFICATES OF INSURANCE TO THE STATE OF ARIZONA'S RISK MANAGEMENT SECTION.**

F. APPROVAL: Any modification or variation from the *insurance requirements* in this Contract must have prior approval from the State of Arizona Department of Administration, Risk Management Section, whose decision shall be final. Such action will not require a formal contract amendment, but may be made by administrative action.

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- G. **EXCEPTIONS:** In the event the Contractor or sub-contractor(s) is/are a public entity, then the Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Self-Insurance. If the contractor or sub-contractor(s) is/are a State of Arizona agency, board, commission, or university then none of the above shall apply.

H. PANDEMIC CONTRACTUAL PERFORMANCE

1. The State shall require a written plan that illustrates how the contractor shall perform up to contractual standards in the event of a pandemic. The State may require a copy of the plan at anytime prior or post award of a contract. At a minimum, the pandemic performance plan shall include:
 - a. Key succession and performance planning if there is a sudden significant decrease in contractor's workforce.
 - b. Alternative methods to ensure there are products in the supply chain.
 - c. An up to date list of company contacts and organizational chart.
2. In the event of a pandemic, as declared the Governor of Arizona, U.S. Government or the World Health Organization, which makes performance of any term under this contract impossible or impracticable, the State shall have the following rights:
 - a. After the official declaration of a pandemic, the State may temporally void the contract(s) in whole or specific sections, if the contractor cannot perform to the standards agreed upon in the initial terms.
 - b. The State shall not incur any liability if a pandemic is declared and emergency procurements are authorized by the Director as per A.R.S. 41-2537 of the Arizona Procurement Code.
 - c. Once the pandemic is officially declared over and/or the contractor can demonstrate the ability to perform, the State, at its sole discretion, may reinstate the temporarily voided contract(s).

SPECIFICATIONS

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1. BACKGROUND

The Arizona Nutrition Network (AzNN) was started in 1996. The Network is a public/private partnership committed to working together to shape food consumption in a positive way, promote health and reduce disease among people living in Arizona. This is done through nutrition education and marketing approaches to increase the impact of common messages including eating more fruits and vegetables each day. Funding is provided by the United States Department of Agriculture (USDA). The AzNN is a public and private partnership led by the Arizona Department of Health Services, Office of Nutrition and Chronic Disease Prevention through an interagency agreement with the Arizona Department of Economic Security, Family Assistance Administration (DES, FAA)

2. PROJECT

Provide training on how to demonstrate the preparation, and presentation of nutritious foods to the public, including children, by showing cooking and communication techniques, and providing opportunities to taste the prepared foods.

3. OBJECTIVES - The Contractor shall:

- a. Teach, to health educators, the skills of preparing economical and nutritious foods and communicating about the food simultaneously, to the public. Participants in the training will have opportunities to practice at least 2 skills which are demonstrated during the training by the contractor. All participants will practice food preparation techniques in front of other training participants and receive suggestions from the contractor and other participants. Food demonstrations by participants will be recorded by video or other appropriate technology, unless recording is considered culturally inappropriate. Recordings of three sample demonstrations will be provided to ADHS, as samples of skills participants have acquired.
 - i. Show how to plan, organize and present a food demonstration, with samples of the food for those who watch the demonstration. Include the importance of having the finished product prepared and easily available. Discuss the advantages and disadvantages of cooked and uncooked foods at demonstration sites. Refer training participants to the authorities that determine rules about certified kitchens and off-site preparation of food samples.
 - ii. Provide several examples of techniques to make food appeal to children with color, texture, taste and smells. Show appropriate serving sizes for children and adults, based on the 2005 U.S. Dietary Guidelines.
 - iii. Show how to involve children in developmentally appropriate tasks while cooking.
- b. Demonstrate and explain the techniques necessary for maintaining kitchen equipment including knives, thermometers and portable gas stoves and fuel used in food demonstrations. Explain why some equipment is inappropriate for food demonstrations, because of weight, fragility or price. Show any newly available kitchen equipment which may be helpful.
- c. Review the importance of purchasing seasonally available and reasonably priced food for demonstrations within the community, such as a local supermarket or farmer's market. Review herbs and spices that enhance taste and presentation, and that are easily available and reasonably priced, in Arizona.
- d. Show at least one example of selection and storage of a class of fruits or vegetables, such as melons or squashes or berries or leafy greens. Refer participants to references for using common fruits and vegetables, including the fact sheets on the www.eatwellbewell.org website.
- e. Review food safety principles including hand washing, wearing a hair net and apron, transporting food, heating and reheating to appropriate temperatures, cooling in small quantities and within appropriate times, practical methods of adequate cleaning in locations typical of food demonstrations for the public. Refer participants to county health departments for regulations on food safety at sites within counties.
- a. Distribute written references, including the *AzNN Food Demonstration Guide*, and other sources of useful information on food safety, recipes, and food styling ideas. With the approval of the Arizona Nutrition Network, provide inserts to the *AzNN Food Demonstration Guidebook* with new and updated information that would be useful for those providing food demonstrations to the public. The AzNN will pay for the

SPECIFICATIONS

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duplication of inserts. The contractor will distribute them during the training, most often included in a packet of materials given when participants begin the training session.

- b. When directed by the AzNN, demonstrate at least two (2) preparations of foods distributed through the Food Distribution Program on Indian Reservations (FDPIR), prepared in culturally appropriate ways. Receive technical assistance from FDPIR staff and Arizona Nutrition Network Partners to assure culturally appropriate preparations. This may be required only at particular sites.

4. SCOPE OF WORK:

The contractor will provide approximately 11 sessions of at least 4 hours each with 6 – 10 participants for a total of 110 individual trainings of health educators in how to conduct effective food demonstrations for the public, by September 30, 2007. Some sessions will focus on cooking for and with children. Each training participant will be able to show 2 skills such as slicing a vegetable and mixing various flavor and color combinations. All participants will have an opportunity to demonstrate preparation of one food and to observe other training participants as they demonstrate food preparations. The contractor will provide the food, cooking equipment, and recording equipment (video camera) to be used in the training.

If a training session has to be cancelled because of inadequate registration, ADHS will provide another opportunity for professional services including a training session at another location and date or an equivalent value in professional services of recipe development, nutrient analyses or food styling.

ADHS will provide AzNN produced materials including a *Food Demonstration Guide*. It will be the responsibility of the contractor to provide the general outline of the training session and a nutrient analysis of all recipes used, at least 4 weeks before the first training session. The AzNN staff will approve the recipes to be demonstrated. All recipes used by the contractor during training sessions will conform to the Arizona Nutrition Network nutrient standards, the USDA Dietary Guidelines and the Food Guide Pyramid. **(No disparaging references about any foods shall be made by the contractor.)**

5. REFERENCE DOCUMENTS

- a. *Arizona Nutrition Network Standard Nutrition Criteria Recommendations for Recipes, Brochures and Cookbooks* –
- b. The 2005 USDA Dietary Guidelines
- c. Food Safety Information Service website, www.fightbac.org

6. STATE PROVIDED ITEMS

- a. AzNN produced materials including a *Food Demonstration Guide* and copies of printed materials provided by contracted chef
- b. Attendance and Evaluation Forms
- c. Sites for training
- d. Pre-registration

7. NOTICES, CORRESPONDENCE, REPORTS, INVOICES AND PAYMENTS

The following address shall be used from the contractor to the Arizona Department of Health Services:

Attn: Marie Tymrak, RD, MPH
150 No. 18th Ave., Suite 310
Phoenix, AZ 85007
FAX 602-542-1890

Notices, Correspondence, Reports and Payments from the Department to the Contractor shall be sent to:

Contractor _____
Attention: _____
Address _____
Address _____
City, State, Zip _____

CERTIFICATE OF INSURANCE

Request for Quote No.: HQ754141

EXAMPLE

**ARIZONA DEPARTMENT OF
HEALTH SERVICES**
1740 West Adams Street
Phoenix, Arizona 85007
(602) 542-1040
(602) 542-1741 FAX

PRIOR TO COMMENCING SERVICES UNDER THIS CONTRACT, THE CONTRACTOR MUST FURNISH THE DEPARTMENT, CERTIFICATION FROM INSURER(S) FOR COVERAGES IN THE MINIMUM AMOUNTS AS STATED BELOW, THE COVERAGES SHALL BE MAINTAINED IN FULL FORCE AND EFFECT DURING THE TERM OF THIS CONTRACT, AND SHALL NOT SERVE TO LIMIT ANY LIABILITIES OR ANY OTHER CONTRACTOR OBLIGATIONS

NAME AND ADDRESS OF INSURANCE AGENCY	COMPANY LETTER	COMPANIES AFFORDING COVERAGE
NAME AND ADDRESS OF INSURED	A	
	B	
	C	
	D	

This is to certify that the policies of insurance listed below have been issued to the insured named above and are in force at this time

COMPANY LETTER	TYPE OF INSURANCE	POLICY NUMBER	POLICY EXPIRATION DATE	LIMITS OF LIABILITY MINIMUM - EACH OCCURRENCE	
	<input checked="" type="checkbox"/> COMPREHENSIVE GENERAL LIABILITY FORM <input type="checkbox"/> PREMISES OPERATIONS <input type="checkbox"/> CONTRACTUAL <input type="checkbox"/> INDEPENDENT CONTRACTORS <input checked="" type="checkbox"/> PRODUCTS/COMPLETED OPERATIONS HAZARD <input checked="" type="checkbox"/> PERSONAL INJURY <input type="checkbox"/> BROAD FORM PROPERTY DAMAGE <input type="checkbox"/> EXPLOSION & COLLAPSE (IF APPLICABLE) <input type="checkbox"/> UNDERGROUND HAZARD (IF APPLICABLE)			General Aggregate Product-Completed Operations Aggregate Person and Advertising Injury Blanket Contractual Liability – written and oral	\$ 1,000,000 \$ 500,000 \$ 500,000 \$ 500,000
	<input checked="" type="checkbox"/> COMPREHENSIVE AUTO LIABILITY INCLUDING NON-OWNED (IF APPLICABLE)			Bodily Injury – each person Bodily injury – each accident Property Damage	\$ 500,000 \$ 500,000 \$ 500,000
	<input type="checkbox"/> UMBRELLA LIABILITY				
	<input checked="" type="checkbox"/> WORKMEN'S COMPENSATION AND EMPLOYER'S LIABILITY			Each accident Disease – each employee Disease – Policy Limit	\$ 100,000 \$ 100,000 \$ 100,000
	<input type="checkbox"/> OTHER				

State of Arizona and the Department named above are added as additional insured as required by statute, contract, purchase order or otherwise requested. It is agreed that any insurance available to the named insured shall be primary of other sources that may be available.

It is further agreed that no policy shall expire, be canceled or materially changed to affect the coverage available to the State without thirty (30) days written notice to the State. THIS CERTIFICATE IS NOT VALID UNLESS COUNTERSIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE INSURANCE COMPANY.

NAME AND ADDRESS OF CERTIFICATE HOLDER	DATE ISSUED _____

	AUTHORIZED REPRESENTATIVE